

SANDY CITY
APPROVED POSITION SPECIFICATIONS

<p>I. <u>Position Title:</u> Kinder Camp Counselor (Seasonal)</p>	<p><u>Revision Date:</u> 02/14 <u>EEO Category:</u> Paraprofessional <u>Status:</u> Non-exempt <u>Control No:</u> 50925</p>
---	--

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Youth Programs and Day Care Coordinator, organizes and supervises the Kinder Camp program and participants.

III. Essential Duties:

- Instruct, plan and organize Kinder Camp activities.
- Organize and monitor all activities of children in the youth camp.
- Demonstrate specific skills, teaching techniques and procedures for each scheduled activity.
- Maintain order and cleanliness in teaching station.
- Inspect program site daily for possible hazards that may cause injury to participant or passerby.
- Verify registration forms, roll sheets and other documentation.
- Inventory activity equipment and supplies.
- Comply with all Center and City policies and procedures.
- Teach sports skills to children.
- Ensure participants achieve a high level of achievement and success during programs.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

Experience: One year experience in coordinating and organizing programs preferred.

Certifications/Licenses: Background check required before working with children. CPR, First Aid and Food Handler's Permit certification required within 30 days of hire.

Knowledge of: Current methods and principles involved in Child Care; games, sports, arts and crafts, storytelling and music; leadership, team building and self-motivation skills; correct English usage, spelling and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.

Communication Skills: Work well with the public, including adult and children; communicate effectively verbally and in writing; establish and maintain effective working relationships with department head, employees and the public; contacts requiring tact and judgment to avoid friction and obtain desired result; outside contact with public presenting information.

Tool, Machine, Equipment Operation: Regular use of a copy machine and telephone; occasional use of a personal computer.

Analytical Ability: Follow written and verbal instructions.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee handles office equipment, objects or controls. Employee may sit or stand for long periods of time and must be able to move up to 25 pounds. Frequent physical exertion is required including bending, kneeling, or stooping.

Work Environment: Employee will work in generally comfortable working conditions. Frequent field work in coordinating and directing programs; moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines, resolution of interpersonal conflicts and weather. The noise level in the work environment is usually moderate. Requires some evening, weekend and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____